



THREE RIVERS COLLEGE

Invocation

**Approval
of the
February Agenda**

**Approval
of the
January Minutes**

- 11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
Wednesday, February 26, 2025
12:00pm

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda and Minutes**
 1. Consideration and Approval of the February Agenda
 2. Consideration and Approval of Minutes from the January Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 1. Monthly Financial Statements
 2. Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. Consideration, Discussion, and Vote on reaffirm of BP 0343 – Conflict of Interest
 2. Consideration, Discussion and Vote on Tuition Plan

VII. Consideration and Approval of all Personnel Actions and Associated Documents

1. Acceptance of Employment
 - a. Dawn Tutor, Part Time Technology and Computer Services
 - b. Kimberly Brockman, Part Time Nursing Secretary, Sikeston
 - c. Reese Slaughter, Part Time Nursing Secretary, Sikeston
 - d. Tracy Graves, Practical Nursing Instructor
2. Transfer of Position
 - a. Freddie Cecil, Technology & Computer Services Support Specialist to Technology & Computer Specialist/External Locations Specialist
 - b. Myeesha Prater, Apprenticeship Coordinator to Outreach and Benefits Coordinator
3. Request for Resignation
 - a. Lindsey Pikey, Practical Nursing, Sikeston
4. Request for Retirement
 - a. Virginia Watson, Facilitator, Dexter

VIII. Appendix

- 1. Information Items**
- 2. Upcoming Events**
- 3. Recent Newspaper Articles**

IX. FY25 Board of Trustees Meeting Dates

- Wednesday, March 26, 2025
- Wednesday, April 16, 2025
- Wednesday, May 21, 2025
- Wednesday, June 18, 2025

X. Adjournment

**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
January 22, 2025**

The regular meeting of the Board of Trustees began at 12:00 p.m. on Wednesday, January 22, 2025

CALL TO ORDER

Those present included Trustees: Darren Garrison, Chair, Dr. Tim Hager, Vice-Chair, Dr. Amber Richardson, Secretary; Gary Featherston, Treasurer; Chris Williams, Member, and Eric Schalk, member; Dr. Wesley Payne, College President; Mark Richardson, College Attorney; and Melody Dolle-Ducote, recording secretary.

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

Trustee Williams made the motion to approve the January Meeting agenda. On a second from Trustee Hager, the motion passed unanimously.

**APPROVAL OF THE
MEETING AGENDA**

Trustee Schalk made a motion to accept the November Board Meeting Minutes as presented. On a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF THE
NOVEMBER BOARD
MEETING MINUTES**

Charlotte Eubank, Chief Financial Officer, reviewed the college financial report as of the end of December 2024. Mrs. Eubank noted that we have obligated 43% of budgeted revenues at 50% into the fiscal year.

**PRESENTATION OF THE
FINANCIAL REPORT**

Trustee Featherston made the motion to accept the financial report as presented. With a second by Trustee Schalk, the motion passed unanimously.

**APPROVAL OF
FINANCIAL REPORT**

Dr. Payne presented the upcoming events with the board and public audience:

PRESIDENT'S REPORT

On November 21, 2024, Three Rivers College Behavioral Health Program partnered with FCC, SEMO Behavioral Health and Missouri Highlands in a suicide and overdose awareness event, "Tree of Hope and Remembrance" for those who have lost a loved one to suicide, overdose and supporting those in recovery.

**TREE OF HOPE AND
REMEMBRANCE**

The Three Rivers College Choir and area public high school choirs held their holiday performance on December 8, 2024.

**MUSIC DEPARTMENT
CHORAL CONCERT**

Our Three Rivers Nursing Department held its Fall pinning ceremony for Practical Nursing and Registered Nursing on December 13, 2024, at the Tinnin Fine Arts Center.

**DEPARTMENT OF NURSING
PINNING CEREMONY**

Rocky's Angels assisted over 60 students and their family members by providing holiday needs during the month of December. This is the second year of the student focused program that allows for staff, faculty as well as the community to adopt Three Rivers Students so that they can have some help providing for their families, while attending college and trade programs.

ROCKY'S ANGELS 2024

Three Rivers Endowment Trust received a donation for a scholarship from the Altrusa Club of Poplar Bluff, Missouri. The scholarship will benefit a student in the Spring of 2025 semester.

**TRET ALTRUSA CLUB
SCHOLARSHIP DONATION**

Butler County EMS donated a 2017 Ford Transit-250 to the college for use in the Emergency Medical Services program.

**BUTLER COUNTY EMS
DONATION**

On January 17, the Three Rivers Endowment Trust held its first music bingo in Sikeston, Missouri. The event was well attended with money raised for scholarships through our endowment trust.

**TRET MUSIC BINGO
SIKESTON MISSOURI**

Three Rivers College had two students selected for the All-Collegiate Band, which performs on January 29, 2025, at the MMEA Conference in Osage Beach, Missouri. The students were Emma Harris and Hannah Winters.

**ALL COLLEGIATE BAND
SELECTIONS**

January 30, Will Dougherty III, Three Rivers Alumnus and staff member, will present his book, "The Long-Forgotten Story of Dorothy Pond in Millbury, Massachusetts," at 10:00am in the Rutland Library.

**ALUMNI AUTHOR:
WILL DOUGHTERY III**

January 30, 2025, at 7:00pm, the Patrons of the Arts present The Piano Men, featuring the timeless music of Elton John and Billy Joel. Tickets are available online by visiting www.trcc.edu.

THE PIANO MEN

The Three Rivers Athletic Hall of Fame Banquet will be held Friday January 31, 2025. Inductees include Sunday Adebayo, Dave Jarvis, Marvin “Moon” McCrary, Laverne Turner and Wilbur Thornton. Tickets are \$60 and can be purchased by calling our office at 573-840-9698.

**2025 THREE RIVERS
ATHLETIC HALL OF FAME
BANQUET**

The Three Rivers College Alumni Reunion will be held from January 30 through February 1, 2025. The three-day event features: Alumni Author Meet and Greet, The Annual Pancake Breakfast, the 2025 Three Rivers College Athletic Hall of Fame, 2025 Alumni Star Reception honoring Butler County EMS Director and TRC Alumni, Robbie Myers, 2025 Raider of the Year, Alumnus Francie McBride, will be honored during the half time of the men’s game as the Three Rivers Raiders will take on Moberly Area Community College.

**2025 TRC ALUMNI
REUNION JANUARY 30
THROUGH FEBRUARY 1,
2025**

The annual Jazz Festival will be held February 6th and 8th in the Tinnin Fine Arts Center. The music department will sponsor a concert with the Three Rivers College Jazz Band and the Southeast Missouri All District Jazz Band with high school students from the area.

JAZZ FESTIVAL

Patrons of the Arts in collaboration with the Jazz Festival will host Bach to the Future on February 7, 2025. Tickets are \$15. This event is sponsored by Dental Arts Group.

BACH TO THE FUTURE

Three Rivers Aggies will sponsor the Salute to Agriculture Dinner on February 7, 2025, at 6:00pm at the Westwood Event Center. The evening will include a Q and A session with industry leaders, recognition of Southeast Missouri Century Farms and an award ceremony.

SALUTE TO AG DINNER

Three Rivers College will host SKYWARN Spotter Training on February 11, 2025, in the Lecture Hall. This training allows community members to become an official NWS Skywarn Spotter.

**SKYWARN SPOTTER
TRAINING**

Patrons of the Arts will host Michael Michelson, “The Piano Man” on February 14, 2025, at the Westwood Event Center. Dinner will be catered by Tasteful Creations with after dinner music and dancing by Murphy Music & Media. The event is sponsored by the Daily American Republic. Tickets are \$60 per person.

**VALENTINES DINNER AND
SHOW**

February 27, 2025, Three Rivers Endowment Trust will sponsor its annual trivia night in Poplar Bluff at the Holiday Inn. Tickets are \$150 per six-person table. Diner will be provided by Big Whiskey's. The event is sponsored by Greenlight Dispensary.

TRIVIA NIGHT

With the conclusion of the President's Report, Trustee Williams made a motion to go into Executive Session at 12:24pm. Upon a second by Trustee Schalk, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (yes).

MOVE TO EXECUTIVE SESSION

Trustee Featherston made the motion to move from the executive session to the regular session of the board meeting at 1:31 p.m. With a second from Trustee Richardson, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (absent).

MOVE FROM EXECUTIVE SESSION TO REGULAR SESSION

The board was asked to approve the new bid for athletic insurance. On a motion by Trustee Schalk and a second by Trustee Hager, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (absent).

ITEMS FOR DISCUSSION, CONSIDERATION AND VOTE

ATHLETIC TEAM INSURANCE

The Board of Trustees voted to approve the 2030 Strategic Plan (ENGAGE 2030) for the college. On a motion by Trustee Hager and a second by Trustee Schalk, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee Williams, (absent).

STRATEGIC PLAN 2030

The board was asked to approve all personnel actions and associated documents. On a motion by Trustee Schalk, and a second by Trustee Richardson, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yest); Trustee Schalk, (yes); and Trustee

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

Williams, (absent).

With there being no further business, Trustee Richardson made the motion to adjourn at 1:42pm. With a second by Trustee Featherston, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

APPROVAL DATE

SECRETARY

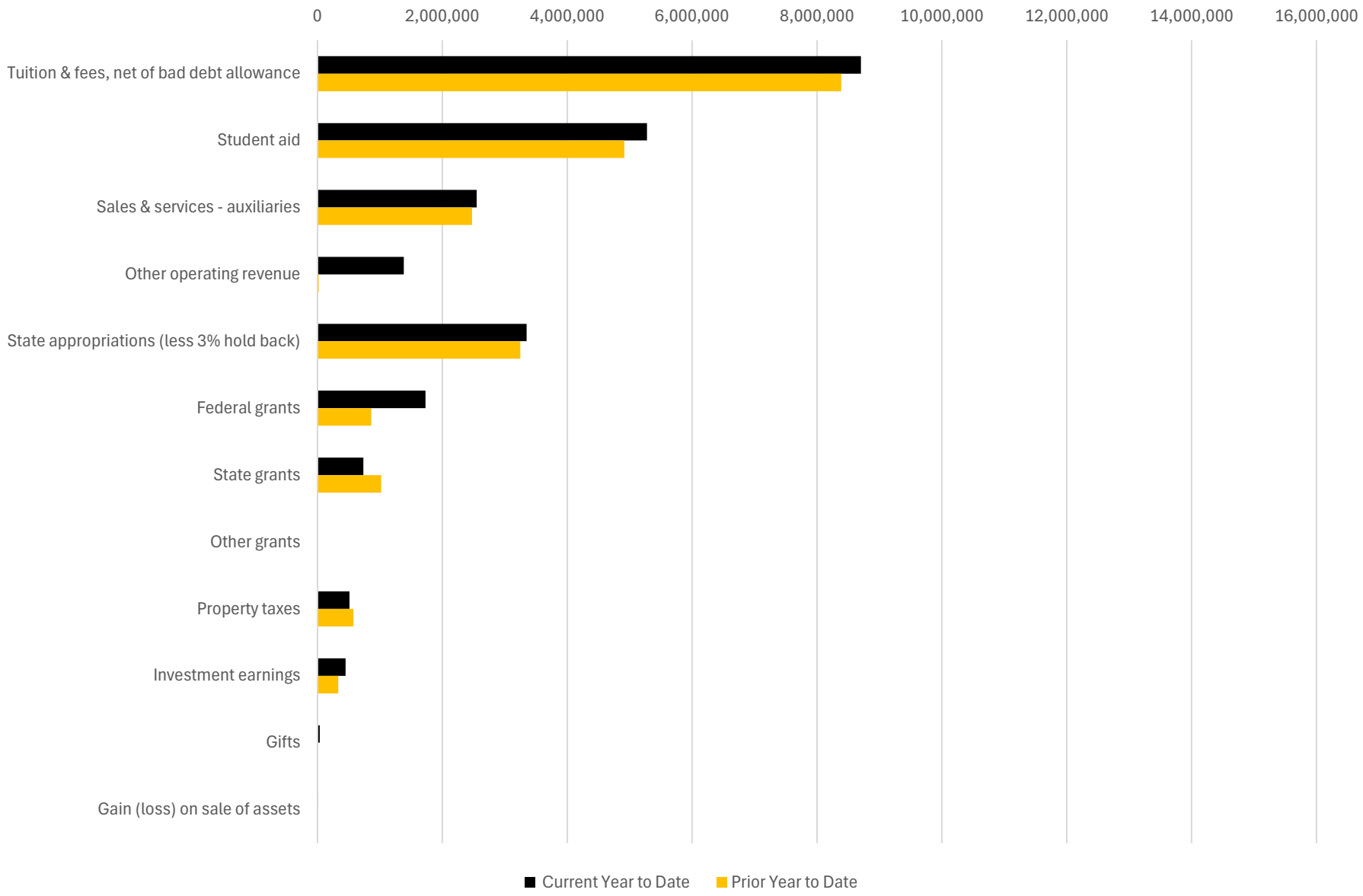
APPROVAL DATE



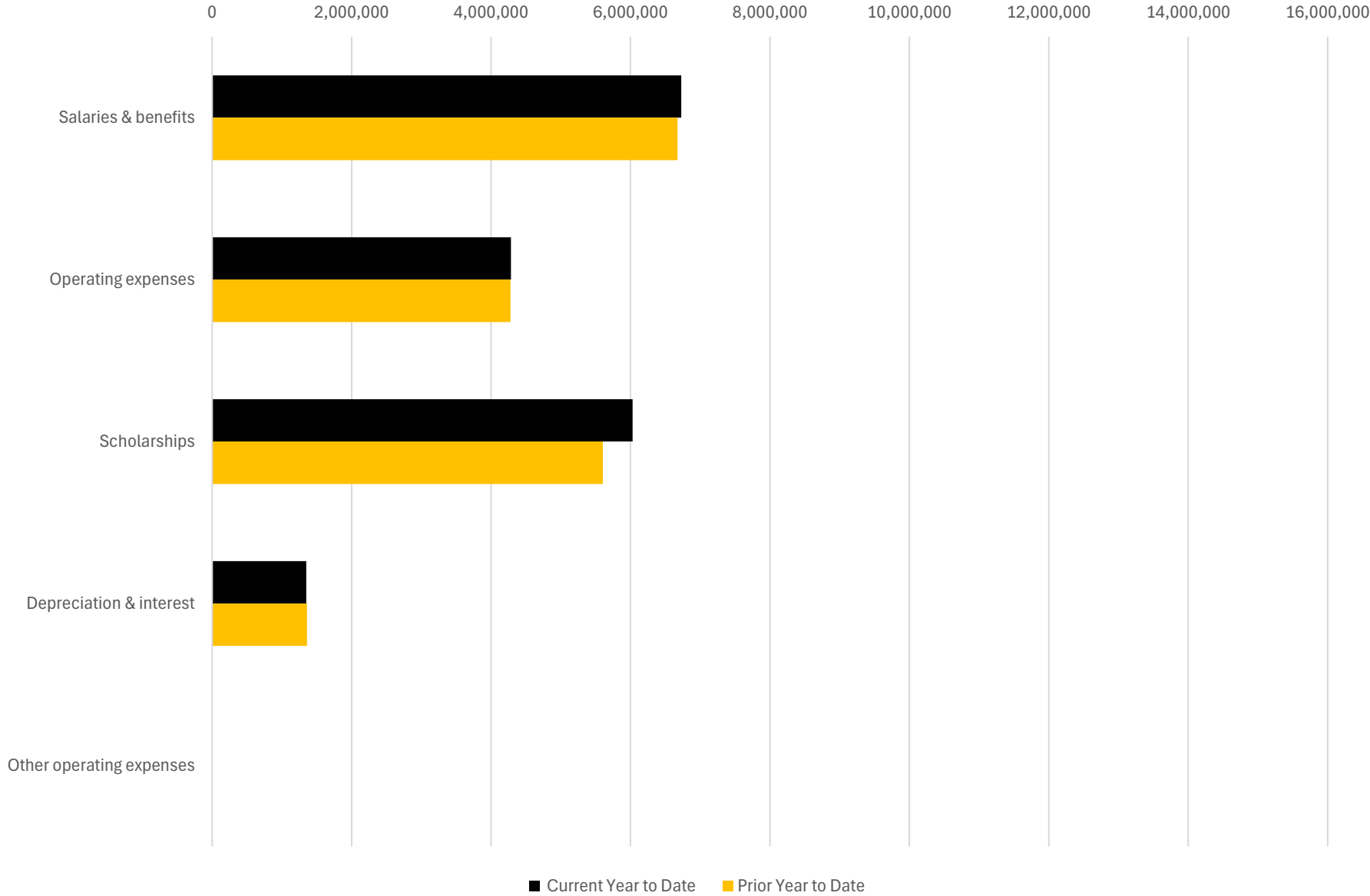
THREE RIVERS COLLEGE

PRESENTATION OF THE COLLEGE FINANCIAL REPORT

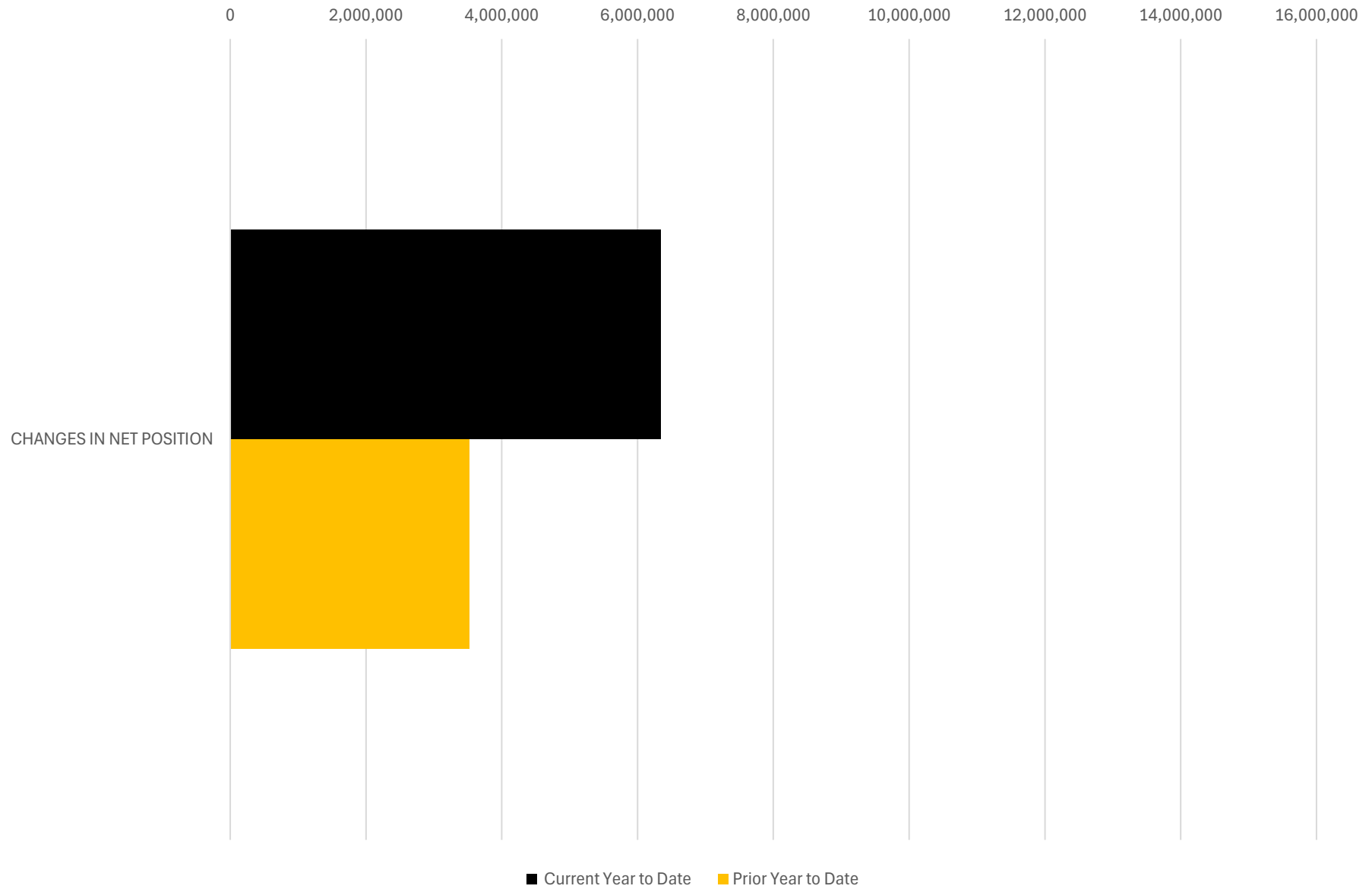
YTD Comparison to Previous Year 12/31/2024



YTD Comparison to Previous Year
12/31/2024



YTD Comparison to Previous Year 12/31/2024



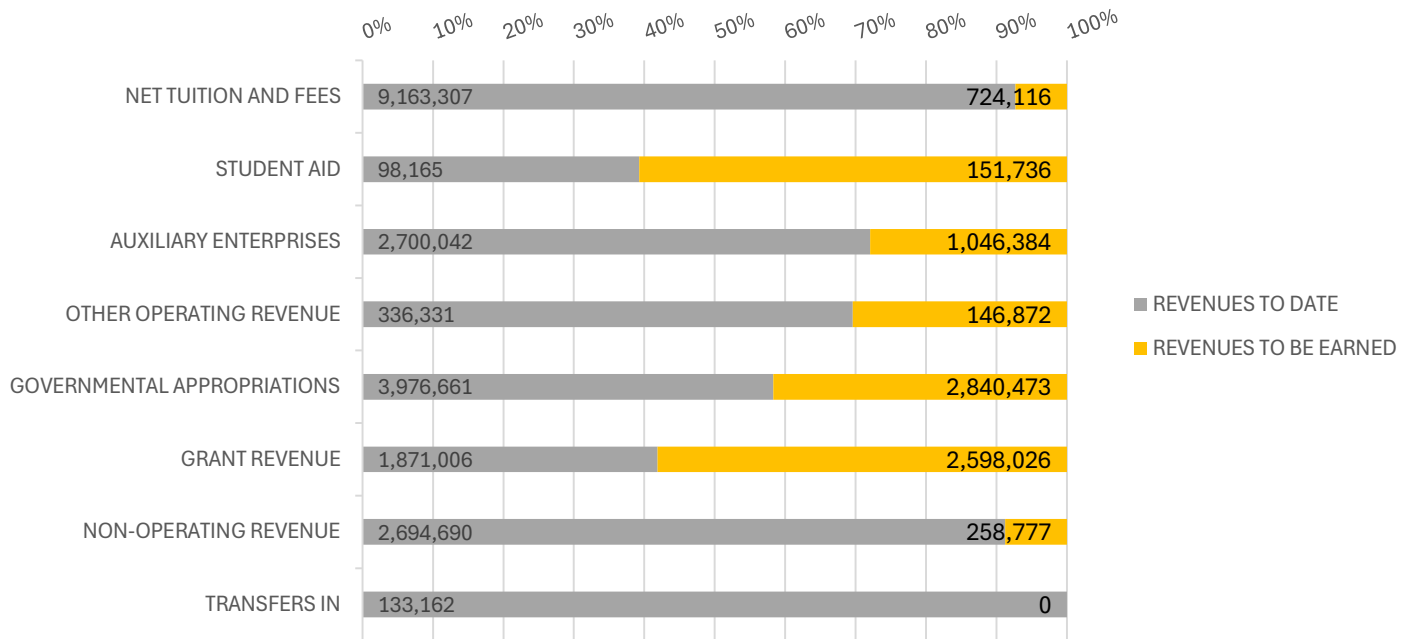
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2024

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS		CURRENT LIABILITIES	
Cash & Cash Equivalents	18,357,362	Accounts Payable	618,148
Student Account Receivables, net	6,804,092	Accrued Vacation	338,143
Property Tax Receivable	122,297	Student Deposits	32,030
Other Receivables	9,097,954	Deferred Tuition & Fees	94,720
Investments	497,646	Scholarships	118,023
Inventory	74,886	Total Current Liabilities	1,201,064
Prepaid Expenses	350,895		
Total Current Assets	35,305,132	NON-CURRENT LIABILITIES	
NON-CURRENT ASSETS		Retirement Incentive Payable	0
Land	5,490,786	Other Post Employment Benefits	14,015,451
Capital assets	83,609,949	Bonds, Notes and Leases Payable	7,391,604
Plus: Current year additions to capital assets	1,309,702	Accrued Interest	0
Accumulated Depreciation	(40,759,518)	Agency	543,305
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	21,950,360
Total Non-Current Assets	49,650,920	Total Liabilities	23,151,424
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	9,767,497	DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	14,749,002
		NET POSITION	
		Beginning Balance	50,484,148
		Changes in Net Position	6,338,974
		Total Net Position	56,823,122
TOTAL ASSETS AND DEFERRED OUTFLOWS	94,723,548	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	94,723,548

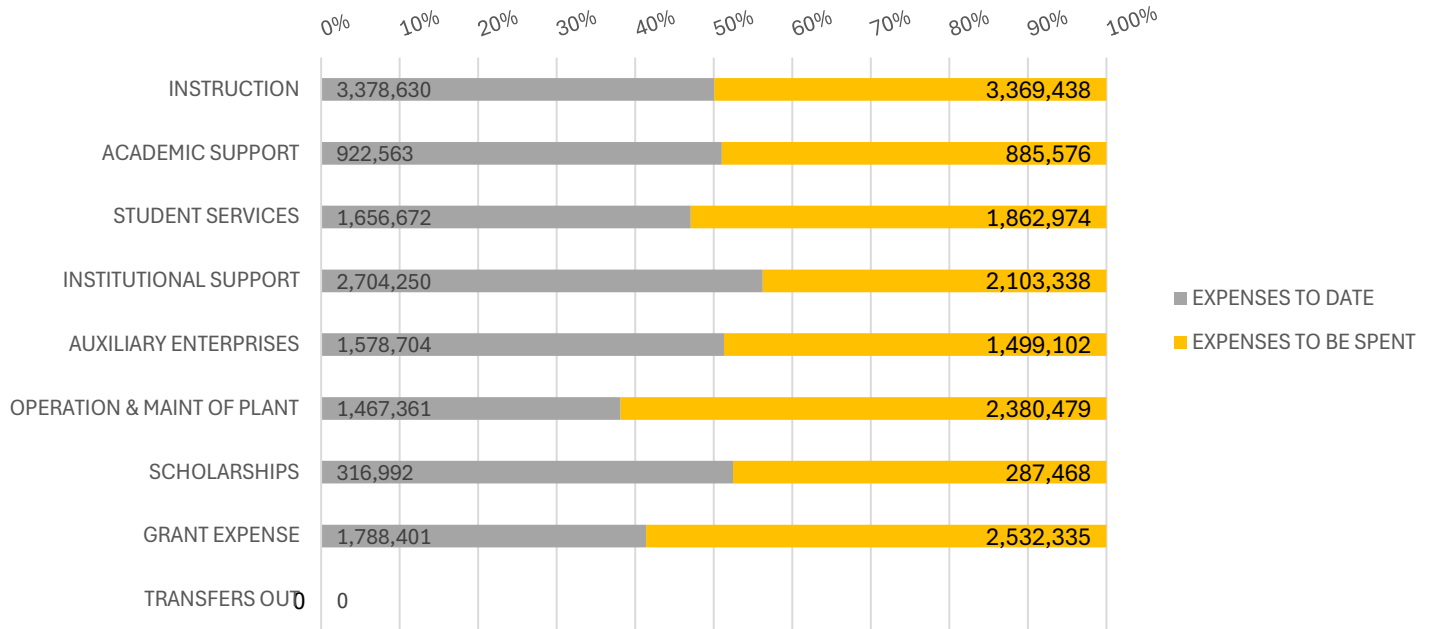
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
December 31, 2024

	July	August	September	October	November	December	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE										
Tuition & fees, net of bad debt allowance	4,761,191	398,337	(127,596)	1,483,457	906,704	1,280,110	8,702,204	8,387,238	314,966	3.76%
Student aid	143,821	16,423	4,356,838	409,675	197,421	153,619	5,277,797	4,912,718	365,079	7.43%
Sales & services - auxiliaries	959,689	345,419	180,266	355,168	195,592	512,760	2,548,894	2,474,373	74,521	3.01%
Other operating revenue	3,599	4,466	6,387	1,310,893	22,973	33,271	1,381,588	20,563	1,361,025	6,618.96%
Total Operating Revenue	5,868,301	764,645	4,415,895	3,559,192	1,322,690	1,979,760	17,910,483	15,794,892	2,115,590	13.39%
OPERATING EXPENSES										
Salaries & benefits	1,013,348	1,125,897	1,154,649	1,144,713	1,302,423	987,226	6,728,256	6,676,088	52,169	0.78%
Operating expenses	596,211	693,576	856,109	645,652	622,860	869,564	4,283,973	4,280,040	3,932	0.09%
Capital equipment	55,600	1,127,415	44,648	61,604	3,530	16,905	1,309,702	1,012,353	297,349	0.00%
Less: Transfer to capital assets	(55,600)	(1,127,415)	(44,648)	(61,604)	(3,530)	(16,905)	(1,309,702)	(1,012,353)	(297,349)	100.00%
Scholarships	217,686	58,097	4,818,037	519,520	250,943	165,943	6,030,226	5,602,464	427,762	7.64%
Depreciation & interest	231,606	227,671	221,512	222,927	224,154	223,056	1,350,925	1,359,709	(8,784)	(0.65)%
Other operating expenses	0	0	0	0	46	0	46	19	27	141.80%
Total Operating Expenses	2,058,851	2,105,240	7,050,307	2,532,812	2,400,425	2,245,789	18,393,425	17,918,320	475,106	2.65%
NON-OPERATING REVENUE (EXPENSES)										
State appropriations (less 3% hold back)	0	1,116,298	558,147	558,149	558,149	558,147	3,348,890	3,246,352	102,538	3.16%
Federal grants	72,197	1,070,568	141,264	134,545	198,087	113,232	1,729,893	860,816	869,077	100.96%
State grants	0	150,173	115,647	234,417	81,150	152,042	733,428	1,021,095	(287,667)	(28.17)%
Other grants	0	0	0	0	0	0	0	0	0	0.00%
Property taxes	18,510	26,700	18,831	9,840	42,197	398,053	514,130	572,961	(58,831)	(10.27)%
Investment earnings	53,584	115,579	70,895	50,045	117,094	41,366	448,563	333,647	114,917	34.44%
Gifts	0	1,000	8,177	26,500	0	0	35,677	(391,828)	427,505	(109.11)%
Gain (loss) on sale of assets	0	0	0	9,785	1,550	0	11,335	3,902	7,433	190.49%
Total Non-Operating Revenues (Expenses)	144,291	2,480,317	912,961	1,023,281	998,225	1,262,841	6,821,917	5,646,945	1,174,972	20.81%
CHANGES IN NET POSITION	3,953,741	1,139,722	(1,721,451)	2,049,661	(79,510)	996,811	6,338,974	3,523,518	2,815,456	79.90%

Budget to Actual Revenues 1/31/2025 (58%)



Budget to Actual Expenses 1/31/2025 (58%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2025
Fiscal Year Benchmark: 58%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,887,423	9,163,307	93%	724,116
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	249,901	98,165	39%	151,736
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,746,425	2,700,042	72%	1,046,384
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	483,203	336,331	70%	146,872
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,817,134	3,976,661	58%	2,840,473
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,469,032	1,871,006	42%	2,598,026
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,953,467	2,694,690	91%	258,777
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	133,162	133,162	100%	0
TOTAL REVENUES	28,739,748	20,973,364	73%	7,766,384

NOTE: We have recognized 73% of budgeted revenues. We have recognized 93% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2024, fall 2024, and spring 2025, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,748,069	3,378,630	50%	3,369,438
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,808,139	922,563	51%	885,576
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,519,647	1,656,672	47%	1,862,974
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,807,587	2,704,250	56%	2,103,338
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,077,806	1,578,704	51%	1,499,102
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,847,840	1,467,361	38%	2,380,479
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	604,460	316,992	52%	287,468
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,320,737	1,788,401	41%	2,532,335
TRANSFERS OUT <i>General funds-current year transfers to capital</i>	0	0	0%	0
TOTAL EXPENSES	28,734,284	13,813,574	48%	14,920,710

NOTE: We have obligated 48% of our budgeted expenses at 58% into the fiscal year. January payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	5,464	7,159,790
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Three Rivers College
 Capital Budget - Unaudited
 January 31, 2025
 Fiscal Year Benchmark: 58%

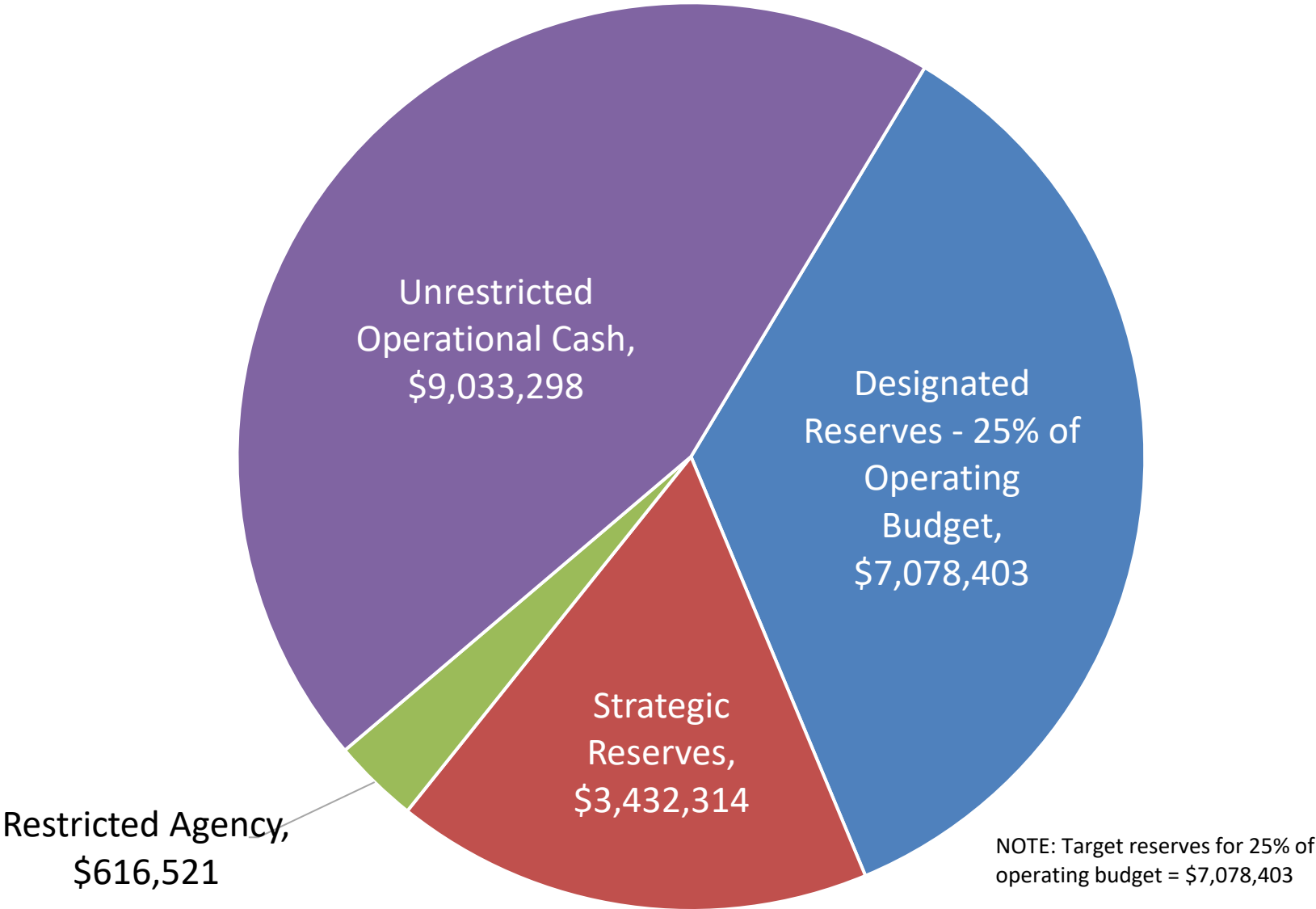
	FUNDING SOURCES	SOURCES TO DATE			SOURCES TO BE
		BUDGET	SOURCES TO DATE	%	EARNED
RESTRICTED					
	<i>State appropriations</i>	10,000,000	0	0%	10,000,000
	<i>Insurance proceeds</i>	1,089,552	0	0%	1,089,552
	<i>ARPA grant proceeds</i>	901,420	901,420	100%	0
UNRESTRICTED					
	<i>General funds - prior year transfers in (Reserves)</i>	2,077,856	142,520	7%	1,935,336
	<i>General funds - current year transfers in</i>	0	0	0%	0
TOTAL FUNDING SOURCES		14,068,828	1,043,940	7%	13,024,888
	USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
	<i>Campus improvements</i>	250,000	0	0%	250,000
	<i>Westover Administration Building repairs</i>	350,000	0	0%	350,000
	<i>Libla Family Sports Complex</i>	450,000	50,033	11%	399,967
	<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
	<i>Bess Activity Center repairs</i>	1,089,552	0	0%	1,089,552
	<i>2509 Three Rivers Blvd (former license bureau)</i>	20,000	0	0%	20,000
	<i>Student Housing</i>	10,194,369	0	0%	10,194,369
	<i>Public safety remodel</i>	50,000	0	0%	50,000
	<i>Fleet vehicles</i>	92,487	92,487	100%	0
	<i>Dexter external location purchase</i>	405,000	0	0%	405,000
	<i>CDL training center purchase</i>	901,420	901,420	100%	0
TOTAL EXPENSES		14,068,828	1,043,940	7%	13,024,888
NET SURPLUS (DEFICIT)		0	0		

**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

February 3, 2025

	<u>01/06/25</u>	<u>02/03/25</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	2,488.00
<i>Total Cash Funds</i>	2,625.00	3,425.00
<i>General Accounts</i>		
Southern Bank - General Funds	7,574,275.49	8,982,424.48
Southern Bank - Credit Cards	63,177.95	83,729.38
<i>Total General Accounts</i>	7,637,453.44	9,066,153.86
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	27,019.57	(37,653.10)
Federal Clearing Account	102,931.49	1,371.84
<i>Total Restricted Accounts</i>	129,951.06	(36,281.26)
TOTAL CURRENT FUND	7,770,029.50	9,033,297.60
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,222,968.75	5,240,644.54
<i>Total Bank Accounts</i>	5,222,968.75	5,240,644.54
<i>Certificates of Deposit</i>		
People's Community Bank #0625	5,270,072.94	5,270,072.94
<i>Total Certificates of Deposit</i>	5,270,072.94	5,270,072.94
TOTAL PLANT FUND	10,493,041.69	10,510,717.48
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	598,641.79	616,521.10
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	598,641.79	616,521.10

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$20,160,536 AS OF 02/03/2025**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF January 31, 2025

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
8070625	People's Community Bank	4.70	02/18/25	3 mths	5,270,072.94	Contingency
					Total Contingency Fund	<u><u>5,270,072.94</u></u>

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF January 31, 2025

CD#	BANK	RATE	DATE	TERM	AMOUNT	DESCRIPTION
					Total Agency Fund CD's	<u><u>\$ -</u></u>

Three Rivers College
CD Report
As of January 31, 2025

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	91-day T-bill minus 40 basis points

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

<u>Bank</u>	<u>Term</u>	<u>Rate</u>	<u>APY</u>	<u>Amount</u>	<u>Type of Investment</u>
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CDs Transferred

Endowment CDs Redeemed for Investment

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust
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CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of January 2025

Current Fund:	General Fund - Southern Bank	\$ 770,412.52
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>14,078.81</u>
	Grand Total	<u><u>\$ 784,491.33</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 19th day of February 2025.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COMMUNITY COLLEGE
 BID REPORT
 AS OF FEBRUARY 10, 2025**

Tractor & Implements

Status: Closed
 Open Date: 12/5/2024
 Close Date: 12/17/2024
 Funding Source: Enhancement Grant

Bids Submitted:	Baker Implement	Poplar Bluff, MO
	Riverside Kubota	Pocahontas, AR
	WT Equipment	Pocahontas, AR

Bid Awarded Baker Implement \$83,402

Custon Nylon Net Batting Cage System

Status: Closed
 Open Date: 12/18/2024
 Close Date: 1/8/2025
 Funding Source: General Revenue

Bids Submitted:	On Deck Sports	Randolph, MA
	BSN Sports	Dallas, TX

Recommendation No

Bid Awarded No



THREE RIVERS COLLEGE

Consideration and Approval of the College Financial Report



THREE RIVERS COLLEGE

President's Report



THREE RIVERS COLLEGE

Motion to move into Executive Session

Executive Session

**Motion to move out of
Executive Session**



THREE RIVERS COLLEGE

Items for Consideration, Discussion and Vote

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 1 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

The Three Rivers College Board of Trustees shall comply with the Missouri Ethics Commission whereby the college passed an ordinance on July 31, 1995 establishing a process of disclosure of potential conflicts of interest (Section 105.485.4 RSMo). Conflict of interest statements must be executed by all members of the board and filed annually.

Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No board of trustee member shall:

1. Perform any service for the college for compensation in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum except for transactions made pursuant to an award of a contract let or sale made after public notice and competitive bidding and provided that the bid or offer is the lowest received.

2. Sell, rent or lease any property to the college for consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award or a contract let or a sale made after public notice, provided that the bid or offer accepted is the lowest received.

3. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence a decision of the board of trustees or the college on any matter.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 2 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

Business Entities

No partnership, joint venture, or corporation in which any board of trustee member is a partner having the lesser of a ten percent (10%) interest or a ten thousand dollar (\$10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of ten percent (10%) of the outstanding shares or \$10,000, shall:

1. Perform any service for the college for any consideration in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.
2. Sell, rent or lease any property to the college where the consideration is in excess of five hundred dollars (\$500) per transaction, or five thousand dollars (\$5,000) per annum, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Use of Confidential Information

A board of trustee member shall not use or disclose confidential information obtained in his/her official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the college mail for any communication other than that directly related to college matters. The term confidential Information shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 3 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

Acceptance of Gifts

A board of trustee member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the college.

Contact between Vendors and Board of Trustee Members

A board of trustee member, if contacted by a vendor requesting information about the college's bidding procedures, whether of a general nature or with regard to a specific goods or service to be bid, shall provide the vendor with the name and business telephone number of the chief financial officer of the college. The board of trustee member shall request that the vendor contact the chief financial officer and direct all questions and/or concerns to the chief financial officer.

Financial Interest Statement

All board of trustee members will disclose to the public all potential board of trustee member and employee conflicts of interest including:

1. Transactions in excess of five hundred dollars (\$500) per calendar year between a board of trustee member, college president, chief purchasing officer, or general counsel employed full time, and any person related within first degree consanguinity to such persons and the college, excluding compensation received as an employee or payment of any tax, fee or penalty due to the college. Disclosure will include the dates and identities of the parties in the transaction.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 4 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

2. Transactions between any business entity in which such individuals have a substantial interest¹ with a total in excess of five hundred dollars (\$500), and the college, excluding any payment of tax, fee or penalty due to the college or payment for providing utility service to the college. Disclosure will include the dates and identities of the parties in the transactions.

The college president, chief financial officer, and the director of purchasing will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars (\$1,000) or more.
2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/she was a partner or participant; the name and address of each partner or co-participant in the partnership or joint venture unless the information is already filed with the Secretary of State; the name, address, and general nature of business or any closely held corporation or limited partnership in which the individual owned ten percent (10%) or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system which the individual owned two percent (2%) or more of any class of outstanding stock, limited partnership units, or other equity interests.
3. The names and addresses of each corporation for which the individual served as director, officer, or receiver.

¹ "Substantial Interest" is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, organization or association within any calendar year.

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 5 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

A certified copy of this regulation will be sent to the Secretary of State's Office within ten (10) days of adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the Secretary of State's office and the board of trustees. Disclosure reports will be made available to the public during normal business hours.

The Three Rivers College Board of Trustees shall readopt the policy biennially on or before September 15 of the calendar year.

CERTIFICATION:

Chairman of the Board

Recording Secretary

Printed Name

Printed Name

Date

Date

**THREE RIVERS COLLEGE
BOARD POLICY**

Section: 0000 Board of Trustees	
Sub Section: 0300 Board of Trustees Organization	
Title: BP 0343 Conflict of Interest	Page 6 of 6
Associated Regulation:	
References: Section 105.485.4 RSMo	
Supersedes: NA	
Responsible Administrator: College President	
Initial Approval: 10-15-2009	Last Revision: 02-15-2023

DOCUMENT HISTORY:

- 10-15-2009:** Initial approval of policy BP 0343 Conflict of Interest.
- 10-20-2010:** Re-adopted the policy as presented.
- 10-19-2012:** Re-adopted as presented.
- 07-17-2013:** Re-adopted the policy as presented.
- 07-15-2015:** Re-adopted the policy as presented.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-17-2017:** Re-adopted the policy as presented and addition of certification section.
- 03-20-2019:** Re-adopted the policy as presented.
- 04-21-2021:** Re-adopted the policy as presented.
- 02-15-2023:** Re-adopted the policy as presented.

CONSIDERATION OF APPROVAL OF TUITION PLAN FOR FY2026-FY2032

BACKGROUND INFORMATION

HISTORY

For the last five years, the college has experienced large increases in wage rates and inflation of the costs of goods and services.

The Higher Education Price Index (HEPI) for public two-year institutions had average increases of 2.7% annually over the past decade. The annual maximum student award for Pell grants for that period increased by 3%. Over that same period, the average per-credit-hour rate increase at Three Rivers was 3%.

FINANCIAL IMPLICATIONS

A detail of the proposed six-year tuition plan is attached.

The proposed tuition plan includes funding for salary increases for full and part-time team members and increased costs of current goods and services.

ADMINISTRATIVE RECOMMENDATIONS

It is recommended that the college adopt the six-year tuition plan as proposed.

Base Tuition Rates

	Current	2026	2027	2028	2029	2030	2031	2032
In-District	\$105.00	\$108.00	\$111.00	\$114.00	\$117.00	\$120.00	\$123.00	\$126.00
Non-District	\$146.00	\$152.00	\$158.00	\$164.00	\$170.00	\$176.00	\$182.00	\$189.00
Tier Two	+\$4	+\$4	+\$4	+\$4	+\$4	+\$4	+\$4	+\$4
Tier Three	+\$81	+\$81	+\$81	+\$81	+\$81	+\$81	+\$81	+\$81
Tier Four	+\$205	+\$205	+\$205	+\$205	+\$205	+\$205	+\$205	+\$205
Tier Five	+\$691	+\$691	+\$691	+\$691	+\$691	+\$691	+\$691	+\$691
Common	\$ 56.00	\$ 57.00	\$ 59.00	\$ 60.00	\$ 62.00	\$ 63.00	\$ 65.00	\$ 66.00
Resource	\$ 25.00	\$ 26.00	\$ 26.00	\$ 27.00	\$ 27.00	\$ 28.00	\$ 28.00	\$ 29.00

Increases

	2026	2027	2028	2029	2030	2031	2032
In-District	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00	\$ 3.00
Non-District	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 6.00	\$ 7.00
Common	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00	\$ 2.00	\$ 1.00
Resource	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ 1.00	\$ -	\$ 1.00



THREE RIVERS COLLEGE

Consideration and Approval of all Personnel Actions and Associated Documents

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Dawn Tutor

POSITION TITLE: Part-time Technology & Computer Services

SALARY: \$21.12 per hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: TBD (PSRS/PEERS Retiree 550)

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS Certificate	Three Rivers College Poplar Bluff, MO	Network Administration MST Certificate

EXPERIENCE

<u>09/2015 – 11/2024</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Technology & Computer Services/External Locations</u>
<u>01/2014 – 09/2015</u>		<u>Part-time Distance Learning Technician</u>

02.19.25

Consideration of Personnel Action
Employment of Personnel
Part-time Nursing Secretary in Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – Replacement for Zoreonta Moore; resignation approved 01.22.25

_____ Federal Program: _____

_____ Special Program _____

NAME: Kimberly Brockman

POSITION TITLE: Part-time Nursing Secretary in Sikeston

SALARY: \$13.75 per hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: February 10, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AASN	Southeast College of Nursing Cape Girardeau, MO	Nursing

EXPERIENCE

<u>09/1990 – 02/2011</u>	<u>Missouri Delta Medical Center</u>	<u>RN/Supervisor</u>
	<u>Sikeston, MO</u>	<u>Home Health Department</u>

02.19.25

Consideration of Personnel Action
Employment of Personnel
Part-time Nursing Secretary in Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Reese Slaughter

POSITION TITLE: Part-time Nursing Secretary in Sikeston

SALARY: \$13.75 per hour

FULL-TIME _____ PART-TIME: X

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: February 3, 2025

QUALIFICATIONS:

Degree Ed. Institution Major

EXPERIENCE

<u>06/2022 – 08/2024</u>	<u>The UPS Store</u> <u>Sikeston, MO</u>	<u>Customer Service Associate</u>
<u>2019 – present</u>	<u>Rodeo Medical Tent</u> <u>Sikeston, MO</u>	<u>Volunteer</u>
<u>2016 – 2023</u>	<u>Compassion Church</u> <u>Sikeston, MO</u>	<u>Volunteer – Children’s</u> <u>Programs/All Programs</u>

02.19.25

Consideration of Personnel Action
Employment of Personnel
Practical Nursing Instructor/Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

X Faculty - replacement for Lindsey Pikey; resignation for approval 02.19.25

_____ Support Staff

_____ Federal Program: _____

_____ Special Program _____

NAME: Tracy Graves

POSITION TITLE: Practical Nursing Instructor

SALARY: \$53,823

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: February 3, 2025

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AAS	Three Rivers College Poplar Bluff, MO	Nursing
BSN	Central Methodist University Fayette, MO	Nursing

EXPERIENCE

<u>03/2024 – present</u>	<u>Memory Lane Dexter, MO</u>	<u>Weekend Supervisor</u>
<u>09/2023 – 06/2024</u>	<u>Mercy Hospital – Southeast Dexter, MO</u>	<u>Behavioral Health Charge Nurse</u>
<u>02/2020 – 08/2023</u>	<u>Puxico Nursing & Rehabilitation Puxico, MO</u>	<u>Director of Nursing/CAN/ RN Supervisor</u>
<u>02/2019 – 08/2019</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Adjunct Instructor</u>

02.19.25

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position

Technology & Computer Services/Evening Support Specialist to Technology & Computer Services/External Locations Specialist

BACKGROUND INFORMATION

HISTORY

Freddie Cecil has been employed as evening support for Technology & Computer Services since August 2024. With the retirement of Dawn Tutor, the external locations position within Technology & Computer Services became available. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Freddie Cecil to the position of Technology & Computer Services External Locations Specialist. Mr. Cecil assumed the duties, effective January 26, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded support position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Freddie Cecil.

02.19.25

CONSIDERATION OF PERSONNEL ACTION

Transfer of Position
Apprenticeship Coordinator to Outreach and Benefits Coordinator

BACKGROUND INFORMATION

HISTORY

Myesha Prater has been employed as the Apprenticeship Coordinator since May 2024. In conjunction with GAR1120 College Reorganization, the President has recommended the transfer of Myesha Prater to the position of Outreach and Benefits Coordinator. Ms. Prater assumed the duties, effective February 1, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, DOL grant funded support position.

ADMINISTRATIVE RECOMMENDATION

Approve the internal transfer of Myesha Prater.

02.19.25

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Practical Nursing Instructor - Sikeston

BACKGROUND INFORMATION

HISTORY

Ms. Lindsey Pikey has been employed full-time with the College since December 2019. She first held the position of Practical Nursing Instructor before assuming the duties of Practical Nursing Coordinator in June of 2022. In January 2025, Ms. Pikey stepped down from the coordinator duties. She has submitted her request for resignation, effective August 31, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, twelve-month faculty position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Pikey's resignation and proceed with review of the position and the appropriate replacement process.

02.19.25

Lindsey Pikey, BSN, RN
1105 Osage Circle
New Madrid, MO, 63869
lpkey@trcc.edu

January 31, 2025
Wesley A. Payne, Ph.D.
President
Three Rivers College

Dear Dr. Payne,

I am writing to inform you of my decision to resign from my full-time nursing faculty position with Three Rivers College effective August 31, 2025, and transfer to part-time nursing adjunct effective September 1, 2025. I am resigning to further my education to achieve my goal of becoming a psychiatric mental health nurse practitioner. My time with the Sikeston Practical Nursing program has been truly rewarding.

During my remaining months as full-time faculty, I will ensure a smooth handover of my responsibilities and assist team members. I hope to see this program flourish and grow in our community. My time guiding and instructing future nurses has been truly rewarding. It has been a privilege to work alongside such a dedicated team.

Thank you for understanding and supporting me. I wish the nursing faculty and nursing students continued success, and I hope to have the opportunity to collaborate again in the future.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lindsey Pikey', with a long horizontal flourish extending to the right.

Lindsey Pikey, BSN, RN

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Request for Retirement
Facilitator, Dexter

BACKGROUND INFORMATION

HISTORY

Ms. Virginia Watson has been employed full-time with the College since October 2008. Ms. Watson has held multiple positions during her employment including Administrative Assistant to the Faculty, Senior Administrative Assistant for Humanities and Social Sciences as well as the Senior Administrative Assistant for Nursing and Allied Health. Her most recent position has been as the Facilitator for the Dexter location. Ms. Watson has submitted her request for retirement, effective July 1, 2025.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded staff position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Watson's request for retirement and proceed with review of the position and the appropriate replacement process.

02.19.25

February 6, 2025

To Whom It May Concern,

This letter is my formal notification that I will be retiring July 1, 2025.

I have enjoyed working at Three Rivers College for the past 16 ½ years. I appreciate the opportunities that I was provided for personal and professional growth and the support given to me.

Sincerely,

A handwritten signature in black ink that reads "Virginia Watson". The signature is written in a cursive style with a large, looping initial "V".

Virginia Watson



THREE RIVERS COLLEGE

APPENDIX

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 1 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

Three Rivers College students may drop any class or withdraw from the College by dropping all classes. Courses dropped/withdrawn during the 100% refund period will not be recorded on the student’s transcript. Courses dropped/withdrawn after the 100% refund date will be recorded on the student’s transcript with a “W” grade. Students should meet with their advisor when considering dropping a class or withdrawing from the College. Students should also consult their instructor before dropping or withdrawing from courses to determine if the “W” grade can be prevented through alternative actions.

In keeping with Federal Regulations governing Title IV Federal Financial Aid programs, the College adheres to strict guidelines for student classroom attendance and engagement. Any student who misses two (2) consecutive weeks of class during a regular 16-week semester, or the equivalent proportion of class time during a shorter session, and those absences do not meet the excused absence criteria as stated in College regulation IR 6310 Classroom Attendance, shall be administratively dropped from the class by the institution. The equivalent class time applied for any student who misses more than two (2) hours of class for each credit hour (i.e. six hours of class time for a three-credit-hour class) during the semester shall be dropped from that class if in the opinion of the instructor the student does not have opportunity to succeed in the class.

College policy and regulation IP and IR 6310 Classroom Attendance will be followed to record attendance as aligns with 34 CFR 600.2. When students quit attending but do not officially drop or are not administratively dropped from the class, they will receive a grade of “F”. Specific classroom attendance and engagement requirements shall be listed in the instructor’s course syllabus.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 2 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

Dropping a Class

A student has the right to drop a course prior to the Final Exam Period. During the 100% refund period, students who drop a course will be disenrolled from the course and no record of the course will be transcribed. Students who drop a course after the 100% refund period will have a “W” for the course shown on the transcript. Students should consult the Academic Calendar for specific deadlines. After the “Last Day to Drop a Course” date listed in the Academic Calendar, a student cannot drop a single course, but may withdraw from all courses, unless granted permission for a late drop by the Chief Academic Officer. Students can drop a course through myTRCC or by contacting their advisor.

Withdrawal from Three Rivers College

Students may withdraw from all classes up to and including the last day of class. Students should consult the Academic Calendar for specific deadlines. Students can withdraw through myTRCC or by contacting their advisor.

Potential Impact on Financial Aid

The dropping of a course or the withdrawal from all courses may result in significant changes to a student’s federal financial aid award. Title IV Federal Financial Aid Regulations requires students to earn federal financial aid by attending classes through at least 60 percent of a course. If students quit attending or withdraw from all courses but have already received federal financial aid disbursement(s) for the semester, students could owe money back. For more information related to the financial aid impact of dropping a course or withdrawing from all classes, please refer to Satisfactory Academic Progress Standards in the College catalog and to SR 2750 Return of Title IV Information.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
Title: SR 2310 Drop/Withdrawal Procedures	Page 3 of 8
Primary Policy: IP 6310 Classroom Attendance	
Associated Policies: GAP 1101 Debts to College; IP 6510 Distance Learning	
Associated Regulations: IR 6310 Classroom Attendance; SR 2760 Financial Aid Satisfactory Progress; SR 2610 Student Code of Conduct; SR 2750 Return of Title IV Information; SR 2620 Disciplinary Proceedings; IR 6510 Online Learning	
References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

No-Show Process

Students shall be disenrolled from courses if they have not physically attended or academically engaged in an instructional activity related to the student’s course of study as provided under (34 CFR 600.2) and as further defined in IR 6310 Classroom Attendance by the no-show date in the Master Calendar. Students who are disenrolled during this process will have no record of the course on their transcript.

Procedure:

- Report generated of students who have not attended by the no-show date.
- Reported students are disenrolled for the course.
- Student is removed from the Blackboard course shell.
- Student is notified of disenrollment via email from the Office of Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.
- Students may be limited to one reinstatement per course per semester.

Administrative Drop or Withdrawal for Non-attendance

Prior to the final exam period, students may be administratively dropped from a course or withdrawn from all courses if they have not physically attended or actively participated for a period two (2) consecutive weeks and those absences do not meet the excused absence criteria defined in IR 6310 Classroom Attendance. A student can be administratively dropped if a student misses the equivalent of two weeks and does not have opportunity to succeed in the class, according to the instructor. Procedure:

- Report is generated of students who have not attended for 2 consecutive weeks.
- Students that have missed for 2 consecutive weeks are dropped or withdrawn.

**THREE RIVERS COLLEGE
STUDENTS REGULATION**

Section: 2000 Students	
Sub Section: 2300 Student Attendance	
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References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

- Student is removed from the Blackboard course shell.
- Student is notified of drop or withdrawal via email from the Office of the Registrar.
- Student may contact the instructor for reinstatement within 7 calendar days.
- Instructor must submit a reinstatement form within 48 hours, if approving the request.
- Instructor may request plan for academic progress if student is reinstated.
- Students may be limited to one reinstatement for administrative attendance or no-show per course per semester.

Withdrawal for Registration in Violation of College Regulations

The following circumstances will result in a student being administratively withdrawn from all courses:

- 1) Academic Suspension- When a student fails to meet satisfactory academic progress at the end of their warning period, they will be placed on Academic Suspension. Procedure:
 - Report generated of students who fail to meet satisfactory progress.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.
 - Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
 - Student is notified of disenrollment via email from the Office of Registrar.
 - Student is not eligible to enroll in classes for one semester.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.

- 2) 2nd Failure of the course ACAD 101 – Academic Life Strategies, student is placed on Academic Suspension
Procedure:

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

- Report generated of students who failed ACAD 101 for the second time.
 - List of students is sent to the Office of the Registrar to assign the suspension status.
 - Student is notified through email of suspension via email from the Office of Registrar.
 - Student may submit an academic suspension override request.
 - Students who do not submit the academic suspension override request or are denied are disenrolled from all courses in the subsequent term.
 - Student is notified of disenrollment via email from the Office of Registrar.
 - Student is not eligible to enroll in classes for one semester.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.
- 3) Forgery, fraud, or falsification of information on any official College form or document, such as a grade report, recommendations, transcripts, application etc. Procedure:
- Office of Student Services is notified that information is incorrect.
 - The inaccurate information is investigated.
 - Student is called for consultation.
 - Information presented to Chief Academic Officer and Chief Student Services Officer and decision is made.
 - If information is determined falsified, student may be administratively withdrawn from classes and a hold placed on their account.
 - Student may appeal as outlined in SP and SR 2140 Student Appeals.

Withdrawal for Failure to Pay College Tuition and Fees

Students who fail to pay, make payment arrangements, or secure financial aid for tuition and fees may be administratively withdrawn from all courses. Procedure:

- Report generated to detail students with balances due.

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References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

- Students will be evaluated by Office of Student Accounts, Office of Financial Aid, and Office of Enrollment Services on a case-by-case basis to determine conditions of a likelihood of outstanding balance, i.e. Loan default, unusual enrollment history, lack of financial aid, previous balance, academic or financial suspension, etc.
- Students are contacted by the Office of Student Accounts of pending removal unless payment arrangements are made.
- Final approval to withdraw students from courses provided by Chief Financial Officer and Chief Academic Officer.
- Students are withdrawn from all courses.
- Student is notified of withdrawal via email from the Office of Student Accounts.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

Withdrawal for Disciplinary suspension for remainder of academic term or longer

Students are expected to adhere to the Student Code of Conduct as outlined in College regulation SR 2610 Student Code of Conduct. Failure to comply with the Student Code of Conduct will result in disciplinary proceedings. Sanctions for violations of the Student Code of Conduct may include administrative withdrawal. Procedure:

- Student would have been processed through SR 2620 Disciplinary Proceedings process.
- Student will be dropped or withdrawn when the Office of the Registrar is notified of the result of the disciplinary proceedings, as appropriate.

Withdrawal for Special Circumstance

On a case-by-case basis, when the College receives documentation of a student’s incarceration, death, extended hospital admittance, and/or mental health facility admittance the Chief Academic Officer and the Chief of Student Services Officer may request an administrative withdrawal on the student’s behalf. Procedure:

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References: Title IV Funds; Federal Student Aid Handbook; 34 CFR 600.2, 688.24	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

- Chief Student Services Officer is notified by student, relative or friend of student about student’s situation. In cases of the death of a student, SR 2420 Deceased Student shall be followed.
- Information is investigated. Director of Public Safety may be contacted to assist with the investigation.
- Information from investigation will be presented to Chief Academic Officer and Chief Student Services Officer for decision and recommendation.
- If student is withdrawn from classes, a hold may be put on the student’s account.
- Student may appeal as outlined in SP and SR 2140 Student Appeals.

Debts Owed to the College

Students are obligated to continue to pay the established tuition and fees and any debts owed to the College under circumstances where a student is withdrawn or chooses to withdraw from class(es) after the published 100% credit dates. Appropriate due dates for debts to the College will be set and adhered to for all individuals doing business with Three Rivers College. All debts not paid by the published due dates will be considered past due. Please refer to College policy GAP 1101 Debts to College.

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Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 05-18-2016	Last Revision: 01-09-2025

DOCUMENT HISTORY:

- 05-18-2016:** Initial approval of regulation SR 2310 Withdrawal Procedures.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-20-2020:** Revision of operational procedures that align with College operations.
- 11-15-2023:** Clarifications to align with Federal regulation 34 CFR 600.2.
- 01-09-2025:** Faculty approved extending the students right to drop a class up to the final exam period.

UPCOMING EVENTS

Poplar Bluff Trivia Night: 5-8 p.m. February 27, Poplar Bluff Holiday Inn. Tickets \$150 per six-person table. Join us for a night of fun, food, and trivia at the annual Poplar Bluff Trivia Night. Dinner will be provided by Big Whiskey's at 5 p.m., and trivia starts at 6 p.m. Proceeds benefit scholarships at Three Rivers College. Sponsorships are available. To register, contact Michelle Reynolds at 573-840-9077 or michellereynolds@trcc.edu.

Tim Lovelace: 7 p.m. March 6, Tinnin. Tickets \$15. Funnyman Tim Lovelace pairs his award-winning musical talents with crystal clean humor for a comedy concert that will entertain the entire family. Sponsored by Doug and Elaine Libla, and Herman and Jill Styles.

Social Services Career Day: 9 a.m. to 1 p.m. March 19, Lecture Hall. Explore the fields of social work, criminal justice, sociology, psychology, and behavioral health support at our Social Services Career Day.

RAIDERS basketball

DATE	VS	TIME	H/A
2/24	Moberly	7:00 pm	H
3/2	Mineral Area	7:00 pm	H
3/5	Region XVI Qtr. Finals	TBA	TBA
3/7	Region XVI Semis	TBA	TBA
3/9	Region XVI Finals	TBA	TBA
3/16	District 4 Playoff	TBA	TBA

raidersathletics.com

LADY RAIDERS basketball

DATE	VS	TIME	H/A
2/24	Moberly	5:00 pm	H
3/2	Mineral Area	5:00 pm	H
3/7	Region XVI Play-In	TBA	TBA
3/12	Region XVI Semis	TBA	TBA
3/15	Region XVI Championship	TBA	TBA

raidersathletics.com

For the most current information on upcoming events, view the College Calendar at trcc.edu/events.



DAR Articles

January 10 – February 7

**January 10 - COMING BACK HOME Gwin rejoining Lady Raiders softball bench
January 11 - Gwin making return to Lady Raiders' bench
January 14 - TRC mourns cheerleader who died Saturday
January 14 - RAIDERS TRIUMPH IN REGION XVU DEBUT
**January 15 - TRC honors Robbie Myers with Alumni Star Award
**January 15 - FROM THE GROUND UP Semo Prep has become a recruiting hotbed
January 16 - Myers named 2025 Alumni Star
January 16 - SEMO Prep has turned into key hub for recruiting
**January 17 - Raiders can't overcome early deficit at Moberly
**January 17 - FORMER TRC STANDOUT FINDS NEW HOME AT SEMO Jackson gets off to strong start for Redhawks
**January 17 - Lady Raiders shake off slow start to take region opener
January 18 - McBride named TRC Raider of the Year
January 18 - Former TRC standout Jackson off to strong start for Redhawks
January 18 - Raiders can't shake off slow start
January 18 - Lady Raiders shake off slow start to take region opener
January 21 - Butler County EMS donates ambulance to TRC
January 21 - DOUBLE TRIUMPH Raiders shake off slow start, shake State Fair
January 21 - Defensive effort leads Lady Raiders to big win over State Fair
**January 22 - TRC receives MO Quilters donation
January 25 - Trio of local female officials blazes trail in Missouri boys basketball
January 28 - Lady Raiders hold on, turn back MAC upset bid at end
January 28 - Raiders can't hold onto big lead as they fall in OT at MAC
**January 29 - Salute to Ag dinner is Feb. 7
**January 29 - Gary Hoover Trust Scholarship created
**January 29 - Will Dougherty III featured alumni author at TRC
January 30 - Salute to Ag will fete farmers
January 30 - Valentine's dinner & Show at TRC
January 30 - TRC gets donation from MO quilters
**January 31 - MU Extension office welcomes new council members
**January 31 - Hampton, second-half surge fuel Raider win
**January 31 - Women hit boards for road victory
**January 31 - Saturday is big for Raiders
February 1 - MU Extension welcomes four new members
February 1 - Saturday is biggest game of year for Raiders
February 1 - TRC INDUCTS FIVE INTO ATHLETIC HALL OF FAME
February 1 - Hampton, second half lift Raiders to win at West Plains
February 1 - TRC women crash boards for road win over Crowder
February 4 - MYERS HONORED as Three Rivers College Alumni Star
February 4 - HOW SWEET IT IS! Raiders get first home win vs. Moberly since 2016
February 4 - Lady Raiders dominated second half to big win over Moberly

**February 5 - Lady Raiders pull away for win
February 6 - LADY RAIDERS DOWN CROWDER
**February 7 - TRC reviews programs, insurance
**February 7 - Get buzzed and jazzed at concert, brew contest
**February 7- Lady Raiders hit 20 wins for ninth season in a row
**February 7 - Defense, hot start lift Raiders to big win at Statte Fair
**February 7 - SOUTH IRON A HOOPS POWER UNDER DINKINS
** - online only e-edition



THREE RIVERS COLLEGE

ADJOURNMENT

CHAIRMAN AND SECRETARY

PLEASE SEE RECORDING SECRETARY FOR PAPERWORK